



## Cranford Memorial Village Hall Safe-guarding Policy for Children and Vulnerable Adults

### NAME

The name of the organisation is the Cranford Memorial Village Hall Management Committee.

### AIMS

The aims of the Cranford Village Hall Management Committee are to ensure that the needs and requirements of all residents of Cranford are represented and that any decisions made are for the benefit of the community. More specifically:

*“To enhance the sense of community spirit across both our villages (Cranford St Andrews and Cranford St Johns) and the surrounding areas. We also have a sub-purpose to make sure we include younger people on the management committee so that good governance and use of the hall is easily passed between generations”*

In the interests of child protection and the welfare and protection of vulnerable adults, Cranford Village Hall Management Committee is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Cranford Village Hall committee.

### POLICY OBJECTIVES:

1. To ensure that where possible all facilities and activities offered by the Cranford Village Hall committee are designed and maintained to limit risk to children and vulnerable adults.
2. To promote the general welfare, health and development of children and vulnerable adults by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
3. To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
4. As the Cranford Village Hall committee does not directly provide care of supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### AIMS

The aim of this policy document is to guide members of Cranford Village Hall committee should any child protection issue or any issues with vulnerable adults arise during their work.

### RESPONSIBILITIES & PROCEDURES

When appropriate a Safeguarding Officer will be appointed from within the Committee and his/her responsibilities will include:

1. Ensuring that before any Cranford Village Hall committee organised event with children or vulnerable persons, the Child Protection Officer briefs participants appropriately.
2. Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
3. Ensuring that whilst Committee members are unlikely to be involved with children during the performance of their duties, they are mindful of the risks children might face during any Village Hall event.
4. Decisions on whether any person should be CRB checked will be made by the Committee or the Chair after consultation with members of the Committee.



5. All new Committee members are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
6. Members will adhere to the 'List of Recommended Behaviour' namely:
  - a. A minimum of two adults present when supervising children.
  - b. Not to play physical contact games.
  - c. Adults to wear appropriate clothing at all times.
  - d. Keep records in an incident book of any allegations a young person may make to any committee member or volunteer. Incident book to be presented to every Full Cranford Village Hall committee meeting for inspection.
  - e. If there is a child abuse incident it should be reported to the Chair and the Vice Chair who will be responsible for ensuring the matter is
    - i. handled in accordance with the Local Safeguarding Children procedures
    - ii. referred to the Committee for further action as appropriate and future risk assessment.
  - f. Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
  - g. In the event of a contractor, working directly for the Cranford Village Hall committee, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

## DECLARATION

Cranford Village Hall Management Committee is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Cranford Village Hall Management Committee should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in using the village hall.

This Policy will be reviewed annually at the AGM.